

**TITLE:** 2021 Mono Lake Intern  
**PAY:** \$15 per hour  
**STATUS:** Non-exempt, full-time  
**DURATION:** May 15 through September 15 (somewhat flexible)  
**ORGANIZATION:** Mono Lake Committee  
**LOCATION:** Lee Vining, California



**Description:**

The Mono Lake Committee is a 16,000 member non-profit citizens' group dedicated to the protection and restoration of the Mono Basin ecosystem; educating the public about Mono Lake and the impacts on the environment of excessive water use; and promoting cooperative solutions that meet real water needs without transferring environmental problems to other areas.

Mono Lake Interns bring fresh energy, perspective, diverse knowledge, and core program capacity to our organization. We provide seasonal staff with comprehensive training to develop a thorough understanding of the Mono Basin and the Mono Lake Committee in order to be able to fulfill their intern duties.

As a Mono Lake Intern, you will assist with the Committee's non-profit, mission-focused work in a variety of ways. Duties include staffing the Information Center & Bookstore (~70%), leading interpretive education programs (~20%), and working in the Mono Lake Committee office on other projects (~10%) related to the organization's mission to protect and restore Mono Lake. The Mono Lake Intern position is valuable for those wanting to further their communication skills and gain practical experience working for a successful environmental non-profit.

The Mono Lake Committee values a diverse, inclusive, and equitable workplace. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments.

**In this role you will:**

- Staff the Information Center & Bookstore. This includes:
  - effectively communicating the Mono Lake Committee's mission and promoting membership to the Mono Lake Committee
  - completing retail sales using our point-of-sale cash and credit card register system;
  - providing visitors with detailed and accurate information about the region, Mono Lake ecology, and current events;
  - ensuring the store is neat and well stocked at all times and sanitizing the store, restroom, and outdoor picnic and reception areas.
- Lead education programs at Mono Lake, primarily interpretive walking tours of the South Tufa area.
- Other duties include assisting with program reservations, answering phones, fulfilling information requests via phone, mail, and email, assisting with Mono Lake Committee membership projects and recruitment, writing and posting to our website and social media, and other office and field tasks needed to support our operations and mission.

- Additional projects may be assigned based on skills, interest, initiative, and organization needs. Because of COVID-19, duties and assignments may change unexpectedly, and additional flexibility is appreciated.

**Qualifications:**

- Strong work ethic and a positive and collaborative attitude.
- Excellent customer service and money handling skills.
- Strong communications skills, both written and verbal.
- Ability to regularly work opening and closing shifts; anticipated bookstore shifts will be Wednesday through Sunday, 8:00 am—7:00 pm, and sunset South Tufa tour shifts typically end at 8:00 pm.
- Commitment to following the Committee’s COVID-19 protocols.
- Flexibility under a changing schedule.
- A valid driver’s license and good driving record are required (contact us with any questions).
- Must pass a background check to confirm you do not have any criminal violations relevant to working with youth.

**Benefits:**

- Comprehensive training on Mono Basin ecology, water policy, interpretation, retail, and more.
- Paid time off for observed holidays that occur during time of employment.
- Mileage is paid for all job-related travel from place of work in personal vehicle.
- Affordable shared housing within walking distance of the office is available to seasonal intern staff.
- Employee discount on merchandise in the Information Center & Bookstore.
- Working at Mono Lake!

**Additional information:**

The Mono Basin is comprised of 46,000 acres of Mono Lake, numerous 12,000+ foot Sierra peaks, sagebrush steppe, pinyon-juniper, and Jeffrey pine forest plant communities, and plug-dome volcanoes. The Mono Lake Committee Information Center & Bookstore is in the town of Lee Vining (pop. 400, elev. 6,780'), on the eastern edge of Yosemite National Park above Mono Lake. The town is located adjacent to the Mono Basin National Forest Scenic Area, and the Ansel Adams and Hoover Wilderness Areas. Lee Vining is situated along Highway 395, 30 miles north of Mammoth Lakes, California, and 110 miles south of Carson City, Nevada.

Intern positions are temporary, lasting from three to six months. Interns work 40 hours per week with two consecutive days off. Shared housing is available through the Committee at \$275/month (sorry, no pets).

This position will be primarily supervised by the Office Director in tandem with the Bookstore Manager and Education Director.

**Application process:**

If you meet more than 75% of the qualifications of this description, we support your application.

Applications will be accepted through February 2021. To apply, send a cover letter and resume via email to Claire Landowski, Office Manager ([claire@monolake.org](mailto:claire@monolake.org)).

For more information or clarification on the job description, contact Claire Landowski at (760) 647-6386 x120 or visit [monolake.org/jobs](http://monolake.org/jobs).